

SWINESHEAD PARISH COUNCIL

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MINUTES OF THE MEETING OF SWINESHEAD PARISH COUNCIL HELD ON 11th September 2017

Present: C Karen Cartwright, C Philippa Parnell, C Jeb Booth, C Roger Welberry, C Mike Brookes, C Alan Hughes.

Also Present: None.

Public Forum: None.

Chairman's Remarks: None.

089/17 Apologies for absence and reasons given

Cllrs RH, KO, MWS, SH and DH sent their apologies. **It was resolved to accept their apologies and reasons for absence.**

090/17 To receive any declarations of interest in accordance with the Localism Act 2011.

None.

091/17 Police report

There was no Police presence or report received.

092/17 Notes and confidential notes of meetings held on 10.7.17, 7.8.17, and 23.8.17 to be approved and signed as minutes.

It was resolved to accept the above notes. The notes were confirmed and signed as minutes by the Chairman.

093/17 Financial report, accounts for payment and latest budget.

DATE	PURPOSE OF EXPENDITURE	AMOUNT EXCLUDING VAT	NON RECOVERABLE VAT	RECOVERABLE VAT
11.8.17	Computer rent for Clerk	15.00		
11.8.17	Office rent - Clerk	20.00		
11.8.17	Grass cutting Play Area	40.00		8.00
11.8.17	Grass cutting Hillcrest Gardens, King John's Road and Milne Green	65.00		13.00
9.7.17	Grass cutting village areas	285.00		57.00
9.7.17	Grass cutting amenity areas	90.00		18.00
9.7.17	Grass cutting Play Area	40.00		8.00
9.7.17	Grass cutting Hillcrest Gardens, King John's Road and Milne Green	65.00		13.00
30.7.17	Pay and PAYE	459.09		
18.7.17	Mobile phone	11.11		2.22
31.7.17	Payroll Services	15.00		3.00
17.7.17	Gardening Services	120.00		
25.7.17	Gardening Services	90.00		
21.8.17	Wall Mounted - Leaflet holder	137.49		27.50
Total		1452.69	0.00	149.72

DATE	PURPOSE OF EXPENDITURE	AMOUNT EXCLUDING VAT	NON RECOVERABLE VAT	RECOVERABLE VAT
31.8.17	Pay and PAYE	685.66		
18.8.17	Mobile phone	12.49		2.50
30.8.17	Payroll Services	15.00		3.00
31.7.17	Gardening Services	90.00		
14.8.17	Gardening Services	90.00		
21.8.17	Gardening Services	45.00		0.00
4.9.17	2 chairs for Library	116.66		23.32
Total		1054.81	0.00	28.82

It was resolved to agree the accounts for payment for August and September which were checked and signed by Cllrs AH and PP. It was also resolved to agree and accept the budget figures as at 31.8.17. Cllr AH raised a query on how the information was displaying on his emailed copy, it was agreed that these would be converted to PDF prior to sending out in future

094/17 Planning applications:

None.

095/17 Correspondence

Triton Knoll

Triton Knoll Local Liaison Committee D - Minutes of Meeting 14.6.17 attended by C. Roger Welberry. **E mailed to Councillors 24.7.17**

South East Lincs Local Plan

South East Lincolnshire Local Plan Submission Notification. **E mailed to Councillors 24.7.17**

Lincs County Council

E mail, temporary road closure, Dances Bank, 31.8.17 to 4.9.17. **E mailed to Councillors 24.7.17. Posted on Facebook and website on**

Triton Knoll

E mail re Triton Knoll Investigations: Archaeological Trial Trenching. **E mailed to Councillors 26.7.17**

Lincs Assoc of Local Councils

E mail invitation to AGM October 17. **E mailed to Councillors.**

Lincs County Council

E mail, temporary road closure, Swineshead Level Crossing, 14.9.17 to 15.9.17. **E mailed to Councillors 2.8.17. Posted on Facebook and website on**

Lincs County Council

E mail giving information about the Community Wildlife Grant. **E mailed to Councillors 7.8.17**

Lincs County Council

E mail, temporary road closure, Station Road, 28.8.17 to 22.9.17. **E mailed to Councillors 16.8.17. Posted on website and Facebook**

Healthwatch Lincolnshire

E mail newsletter from Healthwatch Lincolnshire, **E mailed to Councillors 21.8.17.**

Lincs County Council Community Engagements Team

E mail with invitation to a Community Awareness Diversity Session. **E mailed to Councillors 12.8.17**

Triton Knoll

E mail monthly Parish update August 2017. **E mailed to Councillors 12.8.17**

Lincs County Council	E mail regarding Community Collaboration Project. E mailed to Councillors 23.8.17
Campaign to Protect Rural England	Countryside voice magazine Summer 2017 and 8 step guide "How to respond to planning applications"
Lincolnshire Co-op	Email received 5.9.17 regarding open evening at Village Hall 18.9.17. E mailed to Councillors 6.9.17. To be posted on Website, Facebook & Noticeboard.
Clerks and Councils Direct	September 2017 issue.
Lincs Ass of Local Councils	Annual Report 2016/17.

096/17 Councillors Reports

Cllr PP: Raised the issue of litter around the village and comments on Facebook. A litter picking session or an "Adopt an Area" scheme with a volunteer organiser were suggested. **ACTION: Agenda item for next meeting.**

Cllr AH: Raised the issue of dog mess bags, weeds in the road gutters, and also the weeds in Church Hall yard. Cllr AH had contacted a member of the Parochial Church Council regarding the Church Hall yard and the response was there are insufficient funds at the moment to address this. Cllr MB reported that road gutters were sprayed earlier in the year but the chemicals they are allowed to use are not strong enough and that the County Council are aware of the issue, however, these are now dying off. **ACTION: Clerk to write Parochial Church Council. Clerk to liaise with Cllr AH regarding the content of the letter.**

Cllr MB arrived at 19:48

097/17 Clerks Report.

The Clerk reported that:

The Play Area safety inspection will take place in August by RoSPA.

Phone call received from a resident about the state of the path between Station Road and Tarry Hill. Resident advised 11.7.17 that the issue will be resolved shortly.

The bin for Michael Moses Way was ordered on the 26th July 17. Resident advised. E mail thanking PC received. Further e mail received 2.8.17 to confirm installation.

Letter of thanks sent 30.8.17 to Swineshead Poor Charity for the donation of £350 towards Library expenses.

098/17 To agree bank reconciliation, checked by Cllr MB, for period 01.04.17 to 30.06.17.

It was resolved to accept the bank reconciliation.

099/17 To sign updated bank mandate.

The mandate to remove the previous clerk and add the new clerk was signed by Cllrs KC, JB and PP. **ACTION: Clerk to forward the mandate to the bank.**

100/17 To discuss and decide whether to create a wildflower meadow on the wide grass verge on Station Road between the Coles Lane entrances (DH).

The Councillors discussed the maintenance issues surrounding this and the suitability of the location. It was resolved unanimously that this was not a suitable location.

101/17 To discuss and decide on any action in respect of correspondence received from a resident about speed issues on Blackjack Road.

The Councillors discussed the speed limits currently on Blackjack Road and Cllr MB informed Cllrs that LCC look at accident and other statistics for the road and use a formula to see if these statistics fit into their speed management

programme. It was resolved that a letter should be sent to LCC (Highways) and to the Road Safety Partnership, to ask them to consider this road for their speed management programme.

ACTION: Clerk to write to LCC(Highways) and the Road Safety Partnership. Clerk to notify resident of the action being taken.

102/17 An update from the meeting at Boston Borough Council attended in July by Cllrs KC & DH and complete follow up questionnaire from Boston Borough Council.

Cllr KC fed back from the meeting where Boston Borough Council asked Parish Councils if regular joint meetings would help and support them. There was also an offer for Michelle Sacks (Corporate Director and Monitoring Officer) or one of her team to attend a Parish Council meeting for a "Questions & Answers" session. It was resolved that this would not be suitable as part of the monthly meetings as the agenda is already long. The clerk completed the questionnaire with the Cllrs responses. Councillors discussed the future changes to the planning consultation process and that plans will be electronic in future. It was resolved to discuss the possibility of buying a projector to display the plans during meetings at the next meeting. **ACTION: Clerk to submit completed questionnaire to BBC. Agenda item at next meeting to discuss the projector.**

103/17 To decide whether to take out insurance for the mobile phone through EE at a cost of £4.00 per month.

It was resolved to take out the insurance. **ACTION: Clerk to arrange insurance.**

104/17 An update on the grass cutting situation.

Following a discussion, it was resolved to agree the rates for SMV Contract Services for the grass cutting. The Clerk reported a resident had offered their services via Facebook and Cllr KC reported that another resident had contacted her with an offer of help to cut the hedges on King John's Road and the bottom of trees adjacent to Church wall. It was resolved to take up the second offer and to pay a maximum rate of £15.00 per hour.

Cllr KC reported that the gardener had not been in the village for several weeks. It was resolved that Cllr KC would contact him for an update.

It was resolved that a sub-committee or working party should be set up going forward to manage the grass cutting, hedges, trees and shrubs.

ACTION: Clerk to inform SMV Contract Services that the rates were agreed and to commence the grass cutting. Cllr KC to contact the resident regarding the hedges and trees. Clerk to add Sub-committee/working party to October agenda.

105/17 An update on the play area and to decide on any course of action regarding the damage to the "Mushrooms" in the play area.

The Mushroom tops are still with a local resident. Advice is needed on whether they can be fixed. Cllr KC has a meeting with the Contractors, Caloo, regarding the Goal Posts and she will ask their advice. Cllr PP reported that as the play area/park is well used the bin there is always full and that an extra bin was needed. It was resolved that a bin could be provided but agreement needs to be made as to where the best position would be. **ACTION: Cllr KC to speak with Contractor on 12.9.17 and report back at the next meeting. Agenda item next meeting to decide on the bin position.**

106/17 To review the Play Area inspection and decide on any course of action needed.

The Clerk summarised the areas on the report. Certain areas were not inspected as chain covers were not removed. Two areas need to be addressed, the goal posts which are currently being dealt with and the trip hazard between the paths. Cllr KC has meeting with Contractor, Caloo, and will ask for advice on the hazard. It was resolved to pay the invoice from ROSPA for the inspection for £133.00 plus VAT. **ACTION: Cllr KC to discuss with Contractor on 12.9.17 and report back at the next meeting. Clerk to pay ROSPA invoice.**

107/17 An update on the Best Kept Garden Competition.

The first round of judging has taken place, Cllr KC to liaise with the independent volunteer judge to decide on the winners. **ACTION: Cllr KC to arrange date with the judge. The presentation will be held at the October meeting.**

108/17 An update on the Library and to sign the agreement between Swineshead Methodist Church Council and Swineshead Parish Council (DH).

Cllr DH was not present so agenda item moved to next meeting. **ACTION: Agenda item for next meeting.**

109/17 To accept the annual accounts for Swineshead Twinning Association.

Cllr MB declared an interest. It was resolved to accept the accounts.

110/17 An update on Mackay's Pit. (MB).

Cllrs MB & RW reported the Pit is now fully registered with the Environment Agency. The fishing permit has been received and we can have any fish we like. The lake will be stocked up soon.

111/17 An update on the Neighbourhood Plan and meeting arrangements (KC).

Cllr KC stated that she is unable to do this on her own and will need support – deferred to next meeting. **ACTION: Agenda item next meeting.**

112/17 To agree date for Finance Committee meeting mid November 2017.

A provisional date was agreed for Wednesday 29th November at 7pm.

ACTION: Clerk to confirm that the meeting room is available and circulate the date to all committee members for confirmation.

Meeting closed at 9pm